



OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

ADMINISTRATION AND
MANAGEMENT

April 19, 2007

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT
GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter Consultation – *Board of Visitors Marine Corps University*

Pursuant to 10 U.S.C. § 7102(e) and the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended), the Department of Defense established the *Board of Visitors Marine Corps University* (hereafter referred to as the Board of Visitors).

The purpose of the Board of Visitors was to provide independent advice and recommendations on matters pertaining to all aspects of the academic and administrative policies of the Marine Corps University. The Board of Visitors is authorized to establish subcommittees, and the Board of Visitors and its subcommittees shall operate under the provisions of the Federal Advisory Committee Act of 1972 and appropriate Federal regulations.

While the statute is silent on the criteria and number of committee members, the Secretary of Defense, in consultation with the Secretary of the Navy, has determined that no more than sixteen members will be appointed to the Board of Visitors. The Department of Defense, to achieve a balanced membership, will include a cross-section of experts and eminent authorities in the field of education and the fields of study at the Marine Corps University.

The Secretary of Defense approves the appointment of the members, and those who are not full-time Federal officers or employees are appointed as Special Government Employees under the authority of 5 U.S.C. § 3109.

Prior to filing the *Board of Visitors Marine Corps University's* charter with the Library of Congress and the appropriate congressional committees, the Department of Defense respectively requests that the Committee Management Secretariat review and approve the charter (attached). The Office of the General Counsel for the Department of Defense has reviewed and approved the proposed charter.

If you should have any questions about this charter please contact my point of contact, Mr. Jim Freeman, at 703-601-2554, extension 128.

Frank M. Wilson
Committee Management Officer
for the Department of Defense

1 Attachment
Proposed Charter

CHARTER
BOARD OF VISITORS MARINE CORPS UNIVERSITY

- A. Official Designation: The Committee shall be known as the Board of Visitors Marine Corps University (hereafter referred to as the Board).
- B. Objectives and Scope of Activities: The Board, under the provisions of 10 U.S.C. § 7102(e) and the Federal Advisory Committee Act of 1972, as amended, shall provide the Secretary of Defense, through the Secretary of the Navy and the Commanding General, Marine Corps Combat Development Command, independent advice and recommendations on matters pertaining to all aspects of the academic and administrative policies of the Marine Corps University (hereafter referred to as the University). In addition, the Board shall provide oversight and advice as is necessary to facilitate high educational standards and cost effective operations.

The Secretary of the Navy or designated representatives, unless otherwise directed by statute, may act upon the Board's advice and recommendations.

- C. Board Membership: The Board shall be composed of at least nine members, who are eminent authorities in the field of education, and no more than seven additional members, who are eminent authorities in the fields of study directly related to the mission and goals of the University. Board Members appointed by the Secretary of Defense, who are not full-time Federal officers or employees, shall serve as Special Government Employees under the authority of 5 U.S.C. § 3109.

Board Members, unless otherwise directed by statute, shall be appointed for four-year terms by the Secretary of Defense and reviewed on an annual basis. Board Members shall, with the exception of travel and per diem for official travel, serve without compensation.

The President of the Board shall be appointed for a two-year term through a vote of the voting members of the Board.

- C. Board Meetings: The Board shall meet at the call of the Designated Federal Officer, in consultation with the Board President and the Commanding General, Marine Corps Combat Development Command. The estimated number of Board Meetings is two per year. The Board shall be authorized to establish Subcommittees, as necessary and consistent with its mission, and these subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972, as amended and appropriate Federal Regulations.

Such Subcommittees or Working Groups shall not work independently of the chartered Board, and shall report their recommendations and advice to the Board for full deliberation and discussion. Subcommittees or Working Groups have no authority to make decisions on behalf of the chartered Board nor can they report directly to the Department of Defense or any Federal officers or employees who are not members of the Board.

- E. Duration and Termination of the Board: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.
- F. Agency Support: The Department of Defense, through the Secretary of the Navy and the Marine Corps University, shall provide support as deemed necessary for the performance of

the Board's functions, and shall ensure compliance with the requirements of 5 U.S.C. Appendix.

G. Operating Costs: It is estimated that the annual operating costs, to include travel costs, consultant fees, and contract support, are \$54,000.00. The estimated annual personnel costs to the Department of Defense are 0.4 full-time equivalents (FTEs).

H. Charter Filed: